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## New for Fiscal Year 2003

This year, the City is undertaking the process to develop and implement a new Consolidated Plan that will be in effect for Fiscal Years 2003-2007. This process includes identification of priority needs of the Miami Beach community. Applicants are requested to develop proposals that address what they identify as priority areas in need of funding.

### General Information

<b>Community Development Block Grant (CDBG)</b>	\$ 2,460,799
(Includes expected grant amount of \$2,165,000 and Reprogrammed Funds of \$295,799)	
Public Services	\$ 422,231
Other Eligible Activities	930,568
Section 108 Loan Repayment	360,000
City of Miami Beach Homeless Programs	70,000
City of Miami Beach Code Enforcement	45,000
Planning and Administration	<u>633,000</u>
Total	\$ 2,460,799

### Eligibility of Activities

Before preparing a request for funding, determine whether or not the proposed activity or project is an eligible activity per federal regulations. If the proposal does not primarily benefit low- and moderate-income residents, or is determined to be ineligible under other applicable CDBG regulations, the project cannot be considered for funding. The CDBG regulations are located in Appendix 1.

#### NATIONAL OBJECTIVE FOR CDBG APPLICATIONS

The primary objective of the CDBG program is to benefit low and moderate-income persons who earn at or below 80% of the median income and reside in census tracts with at least 51% low and moderate-income levels. Funding will be awarded only to those applications that meet this national objective. Income and census tract information can be found in Appendices 1 and 2.

#### ADMINISTRATIVE CAPACITY AND EXPERIENCE

The applicant's administrative capacity, experience and professional training will be evaluated when reviewing the proposal. If the proposed project meets all eligibility requirements and can be expected to substantially satisfy program goals and criteria, proceed to the Instructions. To ensure a complete review for eligibility, it is essential that all information be accurately and completely described in the proposal as detailed in the Instructions.

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**Application Deadline Date**  
**Monday, March 3, 2003, 5:00 P.M.**  
**Note: Late applications will not be accepted.**

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## Proposal Review and Planning Phase of the One-Year Action Plan

Once submitted, no proposal may be amended, unless the amendment has been requested or permitted by the City. The City, at its sole discretion, reserves the right to contact an applicant if additional technical information is required. A workshop for applicants will be held to discuss the preparation of an application on February 4, 2003. As a courtesy to applicants, staff will review applications received prior to February 21, 2003 for constructive feedback.

The City will evaluate proposals in a two-phase process. The first phase will involve a review of the proposals by the staff of the Housing and Community Development Division for conformance to the submission requirements and a determination of whether the proposals meet the minimum criteria established in this RFP. Each proposal will be reviewed for program eligibility under the regulations of the Community Development Block Grant Program and/or the Emergency Shelter Grants Program, and feasibility for implementation.

The second phase will involve an evaluation of the proposal merits by the staff of the Housing and Community Development Division, and the Community Development Advisory Committee (CDAC). During this phase, and at its discretion, City staff, with the participation of the CDAC, may conduct interviews with qualifying applicants. During these applicant presentations, the staff and CDAC will further explore the technical aspects of the qualifying proposals with the applicant and provide the applicant the opportunity to clarify their proposal and advise the City of any additional factors, which may be relevant.

The City anticipates, but is not bound by, the following schedule for reviewing proposals and developing the One-Year Action Plan, which details how these federal funds will be used.

February 3, 2003	Request for Proposals (RFP) available.
February 4, 2003	Application Workshop 10:00 a.m. – First Floor Conference Room, City Hall, 1700 Convention Center Drive, Miami Beach, FL 33139
February 21, 2003	Deadline for Courtesy Proposals Review - 5:00 p.m.
March 18, 2003	Public Hearing for Pre-Development of One-Year Action Plan - 6:00 p.m.
March 3, 2003	Proposals due - 5:00 p.m. Deadline. <b>LATE APPLICATIONS WILL NOT BE ACCEPTED.</b>
March - May 2003	City staff and the Community Development Advisory Committee review and evaluate proposals submitted. Funding recommendations are finalized.
June 1 – July 1, 2003	Thirty-day comment period for citizen review and comment of the proposed activities and funding, as included in the draft of the One-Year Action Plan.
June 10, 2003	Public Hearing on the Draft of the One-Year Action Plan and the Five-Year Consolidated Plan.
June 24, 2003	One-Year Action Plan and the Five-Year Consolidated Plan contractual agreements submitted to the City Commission for approval.
July 2003	One-Year Action Plan and Five-Year Consolidated Plan submitted to HUD.
August 16, 2003	Fiscal Year 2003/2004, Program Year 29 begins. Contract period is from October 1, 2003 to September 30, 2004.
October 1, 2003	

## Ranking Criteria for Funding Proposals

A continued emphasis will be placed on providers with exemplary performance, including leveraging additional funds and having spent prior year funds in a timely manner. Applications will be ranked competitively; a total of 200 points will be available, with the possibility of adding 25 bonus points. If an application scores less than 160 points (80%) it will not be considered for funding. The City staff and CDAC members will utilize the following criteria, in addition to HUD eligibility requirements and the City's Consolidated Plan priorities, in evaluating proposals submitted for CDBG funding:

I.	Impact on Priority Needs	50 Points	25%
II.	Benefit to Low & Moderate Income Persons	25 Points	12.5%
III.	Project Description	40 Points	20%
IV.	Budget	30 Points	15%
V.	Sponsor Capacity	35 Points	17.5%
VI.	Fundraising/Leverage Funds	<u>20 Points</u>	10%
		200 Points	100 %

### I. Impact on Priority Needs - 50 points

Applications must demonstrate the need for the proposed project by identifying how the project impacts upon Priority Needs of the City of Miami Beach. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet the Priority Needs. Proposals will be evaluated on the number of persons to be served by the proposed activity as compared to the number of persons in need of such service and on the type and extent of service provided. Economic development proposals will be evaluated on: the number of jobs and enterprises to be established or retained; and the projected returns on investments, such as local taxes generated and program income collected, through a cost benefit review.

30 points	High Priority Need
20 points	Medium Priority Need
10 points	Low Priority Need
20 points	Clear supporting data/methodology/number of people served compared to the number of persons in need of service.

### II. Benefit to Low/Moderate Income or Homeless Persons - 25 Points

- A. Benefit to Low and Moderate Income Persons - Projects are required to benefit low- and moderate-income (LMI) persons and must not be designed to exclude participation by such persons. A project will be considered to benefit low- and moderate-income persons if it meets one of the four requirements listed below:
1. The activities are carried out in a neighborhood consisting predominantly of LMI persons and provide services for such persons, "Area Benefit Activities"; or
  2. Involve facilities or services designed for use predominantly by LMI persons, "Limited Clientele Activities" (public services, transitional housing, etc.); or
  3. Involve activities which add or improve permanent residential structures occupied by LMI persons, "Housing Activities" (residential rehabilitation, new housing construction, acquisition for permanent housing, etc.); or
  4. Involve employment of persons, a majority of whom are LMI persons, "Low- and Moderate-Income (LMI) Jobs".

Consideration for scoring applications under the low- and moderate-income criterion include: LMI benefit activity selected; how LMI persons will be determined; the absolute number of persons to be served; the percent of qualifying LMI persons to be served; and how the low- and moderate-income persons will benefit. For the purpose of evaluating project applications, 51% of beneficiaries must be low- and moderate-income (LMI). Projects that cannot demonstrate benefit to 51% LMI will not be funded.

- 10 points Benefit to 66-80% LMI persons, or
- 15 points Benefit to 81-100% LMI persons, or
- 10 points Methodology used to determine activity category to benefit LMI persons and how analysis served was derived.

B. Benefit to Homeless (Homeless Activities Only) All projects will be required to benefit homeless persons and must not be designed to exclude participation by such persons. Consideration for scoring applications under the benefit to homeless persons criterion include: eligible activity selected; how homeless individuals will be able to access services; the absolute number of persons to be served; the percent of qualifying persons to be served; the ability for homeless individuals to participate in the organization's policymaking entity and/or provide work or services at the facilities; and how the homeless persons will benefit.

- 10 points Activities address High Priority on the Continuum of Care Gaps Analysis
- 5 points Physical location in Miami Beach and/or outreach plan to serve prospective Miami Beach clients.
- 5 points Homeless individuals on staff and/or providing services at facilities
- 5 points Activities address Medium Priority on the Continuum of Care Gaps Analysis
- 5 points Homeless individuals participating in policymaking entity
- 3 points Opportunities for homeless individuals to provide work or services at facilities
- 2 points Activities address Low Priority on the Continuum of Care Gaps Analysis

### III. Project Description - 40 Points

The content and soundness of all applicants' project design will be evaluated. This evaluation shall include a review of proposed project activities set forth in the narrative and the budget to support these activities.

- 20 points Overall soundness and content of project design in addressing all issues relevant to project implementation and management.
- 10 points Proposed project meaningfully addresses Priority Needs.
- 5 points Proposed administrative procedures and project related procedures are clear and reasonable, and staff is identified to carry out the same.
- 5 points Ability to start project within first quarter of Fiscal Year 2003-2004.

### IV. Budget - 30 Points

Applications will be evaluated on the basis of feasibility of project activities as compared to the proposed budget. Several factors will be considered when reviewing a project's budget. Budget considerations include methods used to derive cost estimates, completeness and date of cost estimates, the relationship between cost and the activities to be undertaken. For Economic Development Activities the cost benefit ratio will be considered in terms of the amount of CDBG funds used to create one job. The intent of this provision for economic development activities only is to fund those projects which cannot succeed without CDBG funds, giving preference to

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those which show the most efficient and effective use of public funds.

- 10 points Reasonable and realistic project costs.
- 10 points Budget Summary Sheet and Budget Itemization Sheets are completed accurately and there is a direct correspondence between costs proposed and activities.
- 10 points Administrative (operational) expenses are less than 20% of amount requested, if applicable.

#### **V. Sponsor Capacity - 35 Points**

Project sponsors must demonstrate the ability to carry out the proposed activities. Project sponsors will be evaluated on experience, administrative capacity, professional training and financial management. Responses will be evaluated based on the following factors:

- 15 points Financial management system is appropriate and adequate.
- 10 points Current or previous experience with related program or project activity.
- 10 points Existing/proposed staff is adequate to carry out the project and has received professional training in an appropriate area.

#### **VI. Fund Raising - 20 Points**

Projects must demonstrate the capacity for becoming self-sustaining, independent of public funds. Applications will be evaluated on the quality of their fund raising plan, based on the following:

- 10 points Funds have been secured before the start of the project.
- 5 points Fund raising activities already underway.
- 5 points Clearly delineated and reasonable fund raising plan.

#### **VII. Bonus Points - 25 points**

##### **Exemplary performance (For Existing Projects Only)**

Consideration will be given to current providers with exemplary performance. Exemplary performance is defined as: having no late financial status or narrative reports; spending all funds awarded in a timely manner (within the program year); and consistently meeting or exceeding the accomplishment goals established for the CDBG-funded activities.

- 25 points Documentation to verify exemplary achievement (based on staff/project monitor assessment.)

##### **Leverage/match - (For New projects only)**

Consideration will be given to the amount of non-CDBG funds committed to the project. The greater the financial support or leveraging from local and other sources, the greater the potential impact that CDBG funds will have on meeting local community needs. Therefore, bonus points will be awarded to new projects, which provide documentation of a one-to-one, or greater, ratio of leverage/match. Documentation must be provided with the application to verify the availability of leverage/match resources. (See Application Submission Checklist.)

- 25 points Documentation to verify the availability of one-to-one ratio leverage/match resources. The evidence must state the dollar value and verify the availability of resources for the project.

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## APPLICATION CHECKLIST

Original application must include all the required documentation. Four *copies* must include all items *except* the required attachments. This checklist must be included with the original application. Check the following before submitting your application. Did you:

- ? Submit one original hard copy with a signature in blue ink?
- ? Submit an original and four copies of the completed application in one binder? Only the original should include support documents.
- ? Verify that all material requested with the application was included?
- ? If your organization is planning to request funding for more than one activity, did you submit a separate application for each activity?
- ? If your organization is requesting funding under more than one program, did you submit separate proposals?
- ? Make sure that activities proposed are eligible under the CDBG regulations?
- ? Demonstrate your administrative capacity and experience?
- ? Demonstrate that the proposed activity benefits low- and moderate-income residents of Miami Beach?
- ? Submit your application so it will be **received** at the Housing and Community Development Division office by 5:00 p.m. on the closing date, **Monday, March 3, 2003**?

**LATE PROPOSALS WILL NOT BE ACCEPTED**

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**APPLICATION FORMS**

Please detach application forms for proposal submission. If additional forms are needed, the same may be duplicated. Refer to the Instructions for more details on how to fill out the application. Forms are available on diskette (MS Word), upon request. All forms may also be downloaded and printed from the City's Web site ([www.miamibeachfl.gov](http://www.miamibeachfl.gov)). Questions concerning completion of applications will be answered by the Housing and Community Development Division staff at (305) 673-7260, or may be faxed to (305) 673-7772. Be as concise as possible when submitting information.

Submit the original application with the attachments listed below, in the following order:

1. Cover Page
2. Project Synopsis
3. Budget Summary Sheet
4. Budget Itemization Sheet
5. Estimated Program Income (do not include if not applicable)
6. Project Description
7. Schedule of Work to be Implemented
8. Project Accomplishments
9. Bonus Points
10. Impact on Priority Needs
11. Sponsor Capacity
12. Benefit to Low- and Moderate-Income Persons
13. Benefit to Homeless Persons (If applying for Homeless Activities)
14. Project Eligibility
15. Economic Development Project Information (Economic Development Projects Only)
16. Acknowledgment Letter and Disclaimer
17. Attachments (Limit total attachments to six)
  - Attachment I, "Documentation of Priority Needs" (do not exceed one page)
  - Attachment II, "Current Operating Budget"
  - Attachment III, "Audit"
  - Attachment IV, "Documentation of 501(c)(3) status, if applicable"
  - Attachment V, "Bylaws" (include a copy of the organization's bylaws)
  - Attachment VI, "Governing Board" (include a list of your organization's current governing board)

Submit four copies of the application in the following order:

1. Cover Page
  2. Project Synopsis
  3. Budget Summary Sheet
  4. Budget Itemization Sheet
  5. Estimated Program Income (do not include if not applicable)
  6. Project Description
  7. Schedule of Work to be Implemented
  8. Project Accomplishments
  9. Bonus Points
  10. Impact on Priority Needs
  11. Sponsor Capacity
  12. Benefit to Low- and Moderate-Income Persons
  13. Benefit to Homeless Persons (If applying for Homeless Activities)
  14. Project Eligibility
  15. Economic Development Project Information (Economic Development Projects Only.)
  16. Attachments
    - Attachment I, "Documentation of Priority Needs (do not exceed one page)"
    - Attachment II, "Current Operating Budget"
- Include original with all six attachments in one binder with four copies enclosed and tabbed.

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## Community Development Block Grant (CDBG) Program Cover Page

### APPLICATION INFORMATION

Name of Organization: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Mailing Address and Information:  
Contact Name and Title: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Web-site: \_\_\_\_\_  
Executive Director or Chief Administrative Officer:  
Name and Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Web-site: \_\_\_\_\_

### PROJECT FUNDING REQUEST

Amount Requested \$ \_\_\_\_\_  
Please answer one of the following: Is this a First Year Request?    ? Yes    ? No  
Second Year Request?    ? Yes    ? No    Third Year (or more) Request? ?Yes    ? No  
Funding Category? ? Anti-Crime Programs ? Economic Development    ? Homeless ? Housing  
? Infrastructure    ? Public Facilities    ? Public Services    ? Other Community Development

### CERTIFICATION

To the best of my knowledge and belief, data in this proposal are true and correct and the governing body of the applicant has duly authorized the documents.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

(By signing above, the undersigned acknowledges that he/she has read and understands the Certifications attached hereto as Appendix 2 and, if awarded CDBG, HOME or ESG funds, as applicable, the Applicant will be able to comply fully with the provisions of those Certifications and will be able to comply with all additional applicable federal, state and local requirements, including procurement and financial management. Applicant also acknowledges that if a funding recommendation is made for less than the full amount applied for, additional documentation including a revised budget, scope of work and proposed accomplishments may be requested prior to final funding determinations. The City of Miami Beach reserves the right to verify that the authorized signature above is authorized to bind the Proposer (on behalf of the organization), and may require the Proposer to submit documentation verifying such authority.)



## PROJECT SYNOPSIS

Please limit the project synopsis to the space provided below.

Answer the following questions:

- A. What is the total amount requested? \$ \_\_\_\_\_
- B. Of the funding request, what is the total anticipated for operating costs: \$ \_\_\_\_\_
- C. What is the percent of administrative costs for the program (divide B/A): \_\_\_\_\_
- D. Will this activity generate program income? ? Yes ? No
- E. Are there any fund raising activities planned for this project, or have any funds been received for the project? (If yes, please list below) ? Yes ? No

Activity/Event	Date	Amount

- F. Was this project awarded CDBG funds in prior years? ☐ Yes ☐ No

Fiscal Year	Amount of Award

WHAT IS THE **TOTAL** CDBG FUNDING REQUEST? \$ \_\_\_\_\_

WHAT IS THE **TOTAL** COST OF THE PROPOSED PROJECT? \$ \_\_\_\_\_  
(Include CDBG funding and funding from all other sources)



## BUDGET ITEMIZATION SHEET

### Details of Budget Summary Categories

<b>Itemization of Category</b>	<b>CDBG Request</b>	<b>Other Funds</b>	<b>Total Funds</b>
<b>Total Amount</b>	\$		\$

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**PROJECT DESCRIPTION****40 POINTS**

Briefly describe the project (not the agency). Answer who will administer the project, what the actual project will accomplish (using performance benchmarks or measurable outcomes), where the project is located and why CDBG should fund the project (justify project existence). (One additional page may be added.)

Describe the proposed activity or project's relation to other public and/or private projects, other funding sources, and include other fundraising or grantwriting efforts for the proposed project or activity. If additional funding, other than CDBG, is required, provide details on the amount, source and when your organization expects those funds to be obtained. Describe plans for providing source of non-CDBG funds for subsequent years.

Provide any information relevant to the administration and performance of the proposed program/activity. Include any recommended "best practices" your agency has found to be effective in providing service coordination.

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**SCHEDULE OF WORK TO BE IMPLEMENTED FOR FISCAL YEAR 2003/2004  
(ALL APPLICANTS)**

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Action Step to Implement Project	Oct. 2003	Nov. 2003	Dec. 2003	Jan. 2004	Feb. 2004	Mar. 2004	Apr. 2004	May 2004	Jun. 2004	Jul. 2004	Aug. 2004	Sept. 2004

## PROJECT ACCOMPLISHMENTS

Type of Accomplishments (select one)

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Businesses           | <input type="checkbox"/> Elderly           | <input type="checkbox"/> Elderly Households | <input type="checkbox"/> Feet of Public Utilities |
| <input type="checkbox"/> Households (General) | <input type="checkbox"/> Housing Units     | <input type="checkbox"/> Large Households   | <input type="checkbox"/> Organizations            |
| <input type="checkbox"/> People (General)     | <input type="checkbox"/> Public Facilities | <input type="checkbox"/> Small Households   | <input type="checkbox"/> Youth                    |

Number of Units of Accomplishment (insert a quantifiable number)

Activity Code (please select one of the HUD Activity Codes listed below)

- |   |  |
|---|--|
| 01 Acquisition of real property                         | 02 Disposition   |
| 03 Public Facilities and Improvements (General)         | 03A Senior Centers   |
| 03B Handicapped Centers                                 | 03C Homeless Facilities                                      |
| 03D Youth Centers                                       | 03E Neighborhood Facilities                                  |
| 03F Parks, Recreation Facilities                        | 03G Parking Facilities                                       |
| 03H Solid Waste Disposal Improvements                   | 03I Flood Drain Improvements                                 |
| 03J Water/Sewer Improvements                            | 03K Street Improvements                                      |
| 03L Sidewalks   | 03M ChildCare Centers  |
| 03N Tree Planting                                       | 03O Fire Stations/Equipment                                  |
| 03P Health Facilities                                   | 03Q Abused and Neglected Children Facilities                 |
| 03R Asbestos Removal                                    | 03S Facilities for AIDS Patients (not operating costs)       |
| 03T Operating Costs of Homeless/AIDS Patients Programs  | 04 Clearance and Demolition                                  |
| 04A Clean-up of Contaminated Sites                      | 05 Public Services (General)                                 |
| 05A Senior Services                                     | 05B Handicapped Services                                     |
| 05C Legal Services                                      | 05D Youth Services   |
| 05E Transportation Services                             | 05F Substance Abuse Services                                 |
| 05G Battered and Abused Spouses                         | 05H Employment Training                                      |
| 05I Crime Awareness                                     | 05J Fair Housing Activities                                  |
| 05K Landlord/Tenant Counseling                          | 05L Child Care Services                                      |
| 05M Health Services                                     | 05N Abused and Neglected Children                            |
| 05O Mental Health Services                              | 05P Screening For Lead-Based Paint/Lead Hazard Poisoning     |
| 05Q Subsistence Payments                                | 05S Rental Housing Subsidies                                 |
| 05R Homeownership Assistance (not direct)               | 06 Interim Assistance  |
| 05T Security Deposits                                   | 08 Relocation  |
| 07 Urban Renewal Completion                             | 10 Removal of Architectural Barriers                         |
| 09 Loss of Rental Income                                | 12 Construction of Housing                                   |
| 11 Privately Owned Utilities                            | 14A Rehab; Single-Unit Residential                           |
| 13 Direct Homeownership Assistance                      | 14C Public Housing Modernization                             |
| 14B Rehab; Multi-Unit Residential                       | 14E Rehab; Publicly or Privately-Owned Commercial/Industrial |
| 14D Rehab; Other Publicly-Owned Residential Bldg.       | 14H Rehabilitation Administration                            |
| 14F Energy Efficiency Improvement                       | 15 Code Enforcement  |
| 14G Acquisition - for Rehabilitation                    | 16B Non-residential Historic Preservation                    |
| 14I Lead-Based/Lead Hazard Test/Abatement               | 17B Commercial/Industrial Infrastructure Development         |
| 16A Residential Historical Preservation                 | 17D Other Commercial/Industrial Improvements                 |
| 17A Commercial/Indus Land Acquisition/Disposition       | 18B ED Technical Assistance                                  |
| 17C Commercial/Indus Building Acquisition, Cons., Rehab | 19C Non-profit Organizational Capacity Building              |
| 18A ED Direct Financial Assistance to For-Profits       | 19E Operation and Repair of Foreclosed Property              |
| 18C Micro-Enterprise Assistance                         | 19G Unplanned Repayment of Section 108 Principal             |
| 19D Assistance to Institutions of Higher Education      | 21A General Program Administration                           |
| 19F Planned Repayment of Section 108 Principal          | 21C Public Information                                       |
| 20 Planning   | 21E Submissions or Applications for Federal Programs         |
| 21B Indirect Costs                                      |  |
| 21D Fair Housing Activities                             |  |
| 22 Unprogrammed Funds                                   |  |

**BONUS POINTS**

**25 POINTS**

**EXEMPLARY PERFORMANCE (CURRENTLY FUNDED PROJECTS ONLY)**

*Only currently funded projects are eligible for Exemplary Performance bonus points. Exemplary performance will be measured through performance evaluations conducted by the Housing and Community Development Division, and through the measurement of actual accomplishments vs. proposed accomplishments for currently-funded activities, and the expenditure of all funds awarded within the same program year they are awarded. Those applicants/organizations that have submitted financial and/or narrative reports consistently on time and have met and/or exceeded proposed accomplishments and expended all funds within the program year awarded will receive bonus points.*

CDBG-Funded Project	Accomplishments		All Funds Expended or Expected to be Expended Within Program Year?	
	Proposed	Actual	Yes	No

**LEVERAGE/MATCH (NEW PROJECTS ONLY)**

*Only first year requests are eligible for Leverage/Match bonus points. Applicant organizations that are requesting second or third year funding should already have demonstrated in their budget a one-to-one dollar ratio of leverage match. Second or third year requests that fail to demonstrate a one-to-one dollar match will not be funded.*

What amount of match resources, from all sources, will be available for use along with CDBG for your proposed project? Leverage/Match must match non-CDBG funds obligated to project found in the budget forms.

Line Item	CDBG Funds	Non-CDBG Funds	Total

To receive bonus points, a one-to-one dollar match must be documented for all non-CDBG funds. The evidence **MUST** state the dollar value and verify the availability of match resources for this project (Board Resolution, In-Kind Agreements for Professional Services such as legal, accounting, engineering, management, planning, etc. to be provided for the project.) Volunteer hours, except for professional services, are not applicable.

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**IMPACT ON PRIORITY NEEDS**

**50**

**POINTS**

Please state/explain the identified need that your project will address and indicate how the proposed project impacts these Priority Needs. Use reliable sources of information like census data, neighborhood surveys, waiting lists, questionnaires, etc. Source of supporting data and methodology used should be attached and identified as Attachment I, "Documentation of Priority Needs." (Do not exceed one page.)

Indicate whether the project will address a ? **High**, ? **Middle** or ? **Low** priority. Please refer to pages 4 and 5 of the Instructions for details regarding the priority categories.

Answer the following questions with regard to the project's benefit to low- and moderate-income persons:

- A. What is the total number of persons needing service?
- B. What is the total number of persons to be served by the project?
- C. What is the number of LMI persons to be served by the project?
- D. What is the percentage of LMI persons to be served by the project (divide C/B)?

**Methodology** - Please provide an explanation of how the analysis was undertaken to derive this information in the space below.

Indicate the census tract (s) where the activity will occur or the census tract where the presumed beneficiaries reside.



**SPONSOR CAPACITY** (Limit additional pages to two.)

**45 POINTS**

***Experience***

Is your organization currently operating a program like your proposed project? ? Yes ? No

If yes, specify the name of the program(s), the length of time the program has been in operation, the target population, the types of work performed, the cost of the project, and how long the project took to complete. (Attach additional sheet, if necessary)

***Professional Training***

List the training programs that staff administering this program has attended. You may include the name of the training program, hours, location, number of continuing education hours earned, etc.

Type of Training	Location	Number of Hours/Units

***Staffing***

Describe specifically the job title/classification, qualifications and/or certifications, and hours per week of all staff within the organization that will be involved in the administration and implementation of the proposed project. (No resumes, please.)

Title/Classification	Qualifications	Hours per Week

***Facility, Equipment, Supplies:***

Please describe the facility location, equipment and supplies and other project details, so as to give a clear understanding of your organization's capacity to carry out the program. (Attach additional sheet, if necessary)

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**Financial Management:**

Check the following accounting books used by your organization:

General Ledger	? Yes	? No	Cash Disbursement	? Yes	? No
Cash Receipts	? Yes	? No	Fixed Assets	? Yes	? No

List the title(s) of staff responsible for the following tasks:

Opens Mail	_____
Deposits Checks/Funds	_____
Reconciles Checkbook	_____
Posts Cash Receipts	_____
Approves Payments	_____

Do checks require two signatures? ? Yes ? No

List the name(s) and title(s) of persons whose signatures are required.

\_\_\_\_\_  
\_\_\_\_\_

Attach a copy of the organization's current operating budget and identify as Attachment II, "Current Operating Budget". If you have a deficit, please explain how CDBG funds will **not** be used to meet the deficit.

Does your organization have an audit completed by an independent accountant? ? Yes ? No

If yes, please provide a copy of the most recent audit and identify it as Attachment III, "Audit". If you answered No, please provide an explanation of the reason why not.

Did your last audit cite any finding(s) from previous audits? ? Yes ? No

Please list finding(s) and corrective action(s) taken.

Does your organization have an adopted "Procurement Procedure"? ? Yes ? No

If you answered No, please give an explanation as to why not.

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**BENEFIT TO LOW- AND MODERATE-INCOME PERSONS****25 POINTS**

Select only one of the four activities/categories considered to benefit low and moderate-income (LMI) persons, indicate how LMI persons will be determined, and how LMI persons will benefit. Please refer to Section 1 of the Instructions for detailed information regarding these activities/categories. Check only one Activity/Category:

- ? Area Benefit Activity - The proposed activity or project addresses the needs of at least 51% of the income eligible persons residing in the area, yet could be available to other non-income eligible persons in the area
- ? Limited Clientele Activity - The activity benefits a specific group of people (rather than all the residents in a particular area) who is, or is presumed to be, income eligible. Specific groups presumed by HUD to be income-eligible include: abused children, battered persons, elderly persons, handicapped persons, homeless persons, illiterate persons, migrant farm workers, persons living with AIDS.
- ? Low/Moderate Income Housing Activity - The activity adds or improves a permanent residential structure wherein, upon completion, income eligible individuals will occupy 51% or more of the units.
- ? Job Creation or Retention Activity - The activity creates or retains permanent jobs, at least 51% of which are either taken by, or available to, income eligible persons.

**PROJECT ELIGIBILITY AND NATIONAL OBJECTIVES**

Check only one regulatory reference for the project's eligibility.

- ? Basic Eligible Activities [570.201 ( )] (include appropriate subsection, choosing from "a" to "q").
- ? Rehabilitation and Preservation Activities [570.202 ( ) ( )] (include appropriate subsection, choosing from (a)(1) to (f)).
- ? Special Economic Development Activities [570.203 ( )] (include (a) or (b)).
- ? Special Activities by Certain Sub-recipients [570.204 ( ) ( )] (include appropriate subsection, from (a)(1), (a)(2) through (c)(3)).

**FOR HOUSING PROJECTS ONLY**

Is any displacement either temporary or permanent projected?      ? Yes    ? No  
(If yes, attach a separate page with a detailed explanation.)

**FOR ECONOMIC DEVELOPMENT PROJECTS ONLY**

Select the standard that applies for your project (check only one) and answer the questions that follow the selected standard.

- ? The project will be carried out in a neighborhood consisting predominantly of low and moderate-income (LMI) persons and will provide services to such persons:
  - a. Total number of residents: \_\_\_\_\_
  - b. Total number of LMI residents: \_\_\_\_\_
  - c. Percentage of LMI: \_\_\_\_\_

Methodology - Provide an explanation of how the analysis was undertaken to derive this information. (Limit to one page.)

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? The project involves facilities designed for use predominantly by LMI persons

- a. Total number of users:
- b. Total number of LMI users:
- c. Percentage of LMI:

Methodology - Please provide an explanation of the analysis undertaken to derive this information. (Limit to one page.)

? The project involves the employment of persons, a majority of whom are persons of LMI.

- a. Number of permanent full-time jobs to be created \_\_\_\_\_  
Number of permanent full-time jobs to be retained \_\_\_\_\_
- b. Number of permanent full-time jobs to be created and taken by or made available to low or income eligible persons  
Number of permanent full-time jobs to be retained and taken by or made available to low or income eligible persons
- c. % of full-time jobs to be created for low or moderate income persons  
% of full-time jobs to be retained for low or moderate income persons
- d. Number of permanent full-time jobs to be created or retained and expected to be "taken by" or "available to" minorities
- e. Leverage Ratio \_\_\_\_\_ / \_\_\_\_\_ (Private Dollars/CDBG Dollars)
- f. Source of Private Funding Dollars \_\_\_\_\_

#### **FOR HOMELESS PROJECTS ONLY**

Do you have a physical location on Miami Beach from which to serve Miami Beach residents? (Post Office boxes are not considered to be physical locations from which to provide services.) ? Yes ? No  
(If No, please describe below your outreach plans to serve prospective Miami Beach clients.)

Please describe how the proposed activities will fall within a Continuum of Care for homeless persons and families. (Attach separate sheet if necessary)

Describe your organization's opportunities for homeless individuals to participate in:

A. Your organization's policymaking entity:

B. Providing work or services at your facilities:

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**ESTIMATED PROGRAM INCOME**  
**(Complete ONLY if activity will generate Program Income)**

Source(s) of Funds	Category	Amount
		\$

## SUBMISSION INSTRUCTIONS

Proposal applications for the CDBG Program Year 29 (FY 2003/2004) will be accepted at the Housing and Community Development Division, Monday through Friday, 9:00 a.m. - 5:00 p.m. The deadline for submission is Monday, **March 3, 2003, 5:00 p.m. LATE APPLICATIONS WILL NOT BE ACCEPTED.**

The following instructions detail the information required from all applicants who submit an application for funding under the Community Development Block Grant Program (CDBG). Please submit all applicable information on the forms provided. Failure to do so may jeopardize your chances for funding. Electronic applications on diskette will not be accepted. Please complete a separate application for each project you are proposing. All questions or blank spaces in the application must be answered or completed. If a question is not applicable to your project, mark it as not applicable (N/A).

- Applications must be typed (not handwritten.) All original documents shall not exceed 8 1/2" x 11" paper size. All copies shall be on three-hole punched paper and shall be included together in one three-ring binder.
- The application forms are available on 3-1/2" diskette (MS Word).
- One original hard copy and four photocopies must be submitted before 5:00 p.m. of the deadline. Do not staple or spiral bind original or photocopies. Use one three-ring binder for original and copies. At least one "original" shall have signatures in blue ink.
- If your organization is planning to request funding for more than one eligible CDBG activity, each activity must be submitted as a separate application with a separate budget for review.
- The staff of the Housing and Community Development Division can answer questions concerning completion of an application. Call 305-673-7260 between the hours of 9:00 a.m. and 5:00 p.m.
- Submission deadline is **Monday, March 3, 2003, 5:00 p.m.** No applications for the 2003/2004 funding cycle will be accepted after this date and time.
- The original and four copies (5 total) of the completed application should be hand-delivered to:

**City of Miami Beach**  
Housing and Community Development Division  
1700 Convention Center Drive, Third Floor  
Miami Beach, FL 33139

## PROJECT SYNOPSIS

Provide a short description of the project, its intended impact, and the allocation of federal funds requested. Include the percentage of funds to be used for administrative (operating) expenditures and any fund raising activities planned, or funds that have already been secured for the project.

## INSTRUCTIONS FOR BUDGET

The budget part of the application contains two components: the Budget Summary Sheet and the Budget Itemization Sheet. Each proposed activity must have one Budget Summary Sheet and Budget Itemization Sheets completed in their entirety on the enclosed forms. Use the Program Income Estimate Sheet only if the proposed activity will generate income for the project. If CDBG funds are being requested as a local match, please show: the breakdown of the other funding sources, which activities the other funding sources will fund, and when the other funding sources will be used. Costs may only be budgeted if they are allowable and necessary to carry out the expressed and approved activity. All costs must be reasonable in nature and amount, and cannot exceed that which would be incurred by a fiscally prudent person. Attach a complete organizational budget as Attachment I, "Current Operating Budget".

### BUDGET SUMMARY SHEET

Use this sheet to present a summary of all grant expenditures for activities.

Category Breakdown	This column contains blank spaces for different budget categories, which may be used when completing the Budget Itemization Sheet(s).
CDBG Request	List the total dollar amount of CDBG funds requested for each category. This amount can be obtained from the Budget Itemization Sheet(s).
Other Funds	The dollar amount received from other funding sources. This amount can be found on the Budget Itemization Sheet. If the activity will generate Program Income, you must complete and submit the "Estimated Program Income Sheet".
Other Funding Sources	Identify the organization(s) or source of the funding amount listed.
Total Funds	To obtain this amount, add CDBG Funds to Other Funds and place that sum in the appropriate box.

### BUDGET ITEMIZATION SHEET

Use a separate Budget Itemization Sheet for each category listed in the Budget Summary. (You may make additional copies of the blank sheet provided.)

Itemization of Category	Provide a brief description of each expenditure identified for a category. Use additional sheets if necessary. The basic format for completing this column is as follows: Cost Category - Number of Item(s) - Description of Item - Cost/Item (For example: Child Care Vouchers - 25 vouchers at \$100 per voucher = \$2,500 )
CDBG Request Total Funds	The total cost for each item in the Category Breakdown column. Enter the category amount under column 2 (CDBG Request) or Column 3 (Other Funds). If any item or service is being donated, enter the estimated cost under the Other Funds column and indicate accordingly by writing IN-KIND next to the amount. If Program Income is to be generated by the activity, you must complete and submit the "Estimated Program Income Sheet". If program income is generated by the activity, enter the amount in the other funds column and indicate the amount accordingly by writing Program Income next to the Item Description.

**ESTIMATED PROGRAM INCOME SHEET (COMPLETE ONLY IF APPLICABLE)**

Complete the Estimated Program Income Sheet ONLY if your project will generate Program Income (for example, a buy/sell transaction, rental income, sale of inventory, etc.) to be used as part of the operating costs of the activity or project. If the expenditure of CDBG funds results in earned income, either directly or indirectly, and if, and only if this program income will be expended for eligible CDBG activities previously approved by the City, it is the City's intention, within the context of CDBG laws and regulations (24 CFR 570.504(c)), to approve the sub-recipient's retention of this income for the continued operation of the project. This income is considered Program Income and must be reported back to the City.

Program Income must be estimated with reasonable accuracy, and the applicant must complete the sheet labeled "Estimated Program Income" and detail the source and proposed use by budget categories and line items. Specific line item costs to be charged to program income must be justified to the same degree as basic CDBG award costs. This sheet is a summary of the Program Income estimated to be generated by the CDBG activity, and how such Program Income will be expended on eligible CDBG categories.

Category Breakdown	This column contains space for different categories, which are to be used when completing columns 2 and 3.
Amount	List the total amount of funds you estimate will be generated by the activity funded from the CDBG Program and how you propose to expend such for each category.
Source of Funds	List the source of the estimated CDBG Program Income per category, and cite the specific activity/action that generated the Program Income.

**PROJECT DESCRIPTION**

Provide a summary of the proposed program, describing the project that your organization will undertake to address the national objective selected. Applicants are encouraged to develop a program that has a substantial and comprehensive effect on the needs and conditions identified in their application. The following factors should be considered before preparing an application, as they are the same factors that will be used to judge the overall feasibility of the proposal.

1. Is the proposed activity designed to supplement rather than duplicate any planned or existing activity? Are there other publicly or privately funded activities planned or underway that would duplicate the proposed activity? Are there other financial resources available, beyond those of CDBG that could be used to fund your proposed activity?
2. Will the proposed activity require additional funding to fully correct the conditions and meet the needs that exist? Has the additional funding been included in the budget? Does the proposed project or activity take into consideration the collaboration of resources with other public and/or private development efforts to be more effective and efficient?
3. Is the proposed activity economically feasible and can it be implemented in a timely, cost-effective manner within the proposed program year? Is the proposed activity or project designed to produce substantial improvements within the program year that will have long-term effects?
4. Will the proposed activity or program result in any involuntary displacement of individuals or is displacement a minimal part of the project?



Include the following:

*Project Description* - Briefly describe the project. Answer who will administer the project, what the project will accomplish, where the project is located and why its geographic location affects/impacts the delivery of services. (For example: A public service activity directed at low to moderate income individuals that will provide 2,000 medication prescriptions per year from Oct/2000 -Sept/2001. All prescriptions will be prepared for individuals living in census tracts 44 and 45. This project is a Limited Clientele activity and 100% of the 800 unduplicated persons served will be income eligible individuals.)

*Relation to Other Public or Private Projects* - Describe how your project will relate to other publicly or privately funded projects underway, or proposed, for the project area. Provide detailed information on additional funding needed to complete the proposed activity and whether such funding has been obtained or is pending, as well as the source and amount. Provide documentation of funding already received. Describe the organization's plans for providing non-CDBG funds for subsequent years. If the cost of implementing and operating your proposal will be shared by other funding sources, you must provide a cost allocation plan and a cost sharing budget that discusses all sources of funds. A cost allocation plan is a document identifying and justifying the procedure for accumulating and distributing the percentage share of allowable costs between each funding source and details the method of allocation used.

## SCHEDULE FOR IMPLEMENTATION

List the goals you anticipate achieving and quantify them on a monthly and annual basis. Include a potential time frame for completion of each goal. Ensure that each unit of service and/or each individual activity has established benchmarks. Include information such as: hiring staff; surveying the project area; preparing designs, specifications, and bid documents; awarding the contract and construction activity, etc. Designate start and end dates for each phase. If your project primarily provides a service, explain how you plan to implement that service and the number of clients expected to be served each month. Include the anticipated beginning and ending of each step in the process, and specify the actual units of service per month. In either case, there must be a quantifiable measure of service per month, with a total annual projection. Provide individual action steps necessary to undertake and complete the proposed activity. Indicate the months in which the steps are expected to occur, with any pre-requisites listed first.

## PROJECT ACCOMPLISHMENTS

List the goals you anticipate achieving and quantify these goals on an annual basis. Use quantifiable units that can be measured on a monthly basis. Limit to space provided.

## ELIGIBLE ACTIVITIES - COMMUNITY DEVELOPMENT BLOCK GRANT

Citation	Category	Subcategories
570.201	Basic Eligible Activities	(a) Acquisition (b) Disposition (c) Public Facilities and Improvements (d) Clearance Activities (e) Public Services (cap of 15%) (f) Interim Assistance (g) Payment of Non-Federal Share (h) Urban Renewal Completion (i) Relocation (j) Loss of Rental Income (k) Housing Services

Citation	Category	Subcategories
		(l) Privately Owned Utilities (m) Construction of Housing (Limitations Apply) (n) Homeownership assistance (o) Microenterprise Assistance (p) Technical Assistance (q) Assistance to institutions of higher education
570.202	Rehabilitation and Preservation Activities	(a)(1) Privately owned buildings and improvements for residential purposes. (a)(2) Low income public housing and other publicly owned residential buildings. (a)(3) Publicly or privately owned commercial or industrial buildings ... exterior of the building and correction of code violations. (a)(4) Nonprofit-owned nonresidential buildings and improvements not eligible under 570.201(c)(b)(1) (b) Assistance to private individuals and entities including profit making and non-profit organizations - to acquire for rehabilitation and to rehab properties, for use or for resale, for residential purposes. (c) Code Enforcement (d) Historic Preservation (e) Renovation of closed building (f) Lead-based paint hazard evaluation and reduction
570.203	Special Economic Development Activities (See Appendix 1)	(a)(1) Acquisition, construction, reconstruction rehabilitation or installation of commercial or industrial buildings and real property. Assistance to private for-profit businesses - grants, loans, loan guarantees, etc., and T/A where necessary and appropriate.
570.204	Special Activities by Certain Sub-recipients (See Appendix 1)	(a)(1) Neighborhood revitalization (a)(2) Community economic development projects (b)(2) Section 301(d) Small Business Investment Companies (c)(3) Local Development Corporations

## BONUS POINTS

**EXEMPLARY PERFORMANCE (CURRENTLY FUNDED PROJECTS ONLY)** - Applicants and organizations currently receiving CDBG funding will receive 25 bonus points if they can demonstrate exemplary performance, defined as follows: High marks on a performance evaluation conducted by the Housing and Community Development Division staff and/or consistently meeting or exceeding proposed accomplishments for the CDBG funded program(s).

**LEVERAGE/MATCH (NEW PROJECTS ONLY)** - Applicants and organizations requesting funding for new programs/projects will receive 25 bonus points if they can demonstrate a one-to-one dollar ratio of leverage match. Only applicants for new projects are eligible for these bonus points. Applicants who are in their second year of funding and beyond should already have demonstrated a one-to-one ratio of leverage/match, and are thus ineligible for this bonus.

## PRIORITY NEEDS

The City of Miami Beach is in the process of developing and implementing a new Consolidated Plan for Fiscal Years 2003-2007. This 5-year plan will encompass housing and non-housing community development activities, resources and projects to be undertaken to address the identified community needs. It will also include a prioritization of community housing and non-housing needs, as well as other needs. Applicants are expected to identify priority needs and to develop projects that address those priority needs.

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*Location* - Indicate the census tract(s) in which the activity will occur and/or the census tract in which the intended beneficiaries reside.

## **SPONSOR CAPACITY**

*Project Management and Staffing* - Identify the job classifications in your organization that will be involved with the proposed project. This information should include; the specific person(s) responsible for managing the project and all in-house staff involved (estimate the staff hours, by job classification that will be devoted to this project). If staff services are to be contracted out, describe the contractor selection process and whether the contract will be on a "flat fee" or "hourly" basis.

*Professional Training* - List the training programs that the project staff has attended. Provide the name of the training program, its location, number of hours, and the number of continuing education hours earned.

*Facility, Equipment, Supplies* - Include information regarding the facility that will be specifically devoted to this project, the equipment that will be needed to implement this project and why, and the unique supplies that will be needed for the project and why.

*Additional Information* - Provide anecdotal information describing issues with which the organization was involved. Provide any information relevant to the administration and performance of the program. Provide any recommended "best practices" you have found to be effective.

## **BENEFIT TO LOW- AND MODERATE-INCOME PERSONS**

In order for an activity to meet the national objective of Benefit to Low- and Moderate-Income persons, it must measure its beneficiaries either as low/mod income persons or low/mod income households. It is important to note that for all but one of the subcategories under the national objective, this test is to be met based on Low- and Moderate-Income persons. Only with the subcategory of L/M Housing must the test be met on Low- and Moderate-Income households.

## **BENEFIT TO HOMELESS PERSONS (FOR HOMELESS ACTIVITIES ONLY)**

The term "homeless" or "homeless individual or homeless person" includes -- (1) an individual who lacks a fixed, regular, and adequate nighttime residence; and (2) an individual who has a primary nighttime residence that is --(A) a supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); (B) an institution that provides a temporary residence for individuals intended to be institutionalized; or (C) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained pursuant to an Act of Congress or a State law.

Homeless assistance programs in Miami Beach are part of the countywide Continuum of Care system implemented by the Miami-Dade County Homeless Trust. It is the intent of the City of Miami Beach to build on the existing Continuum of Care network to address the needs of homeless individuals and families in Miami Beach. To that end, the City is looking for proposals to provide a full range of comprehensive services addressing the diverse needs of homeless individuals and assist in preparing them for permanent housing.

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The proposed funding is intended to fill or meet existing needs in the community. The Homeless Trust provides outreach, intake, referral, transportation, placement, shelter, treatment services, education and training to the homeless population on Miami Beach. The following guidelines should be used in the design of the programs under this Request for Proposals.

- Length of Stay - Emergency Shelter Programs should provide immediate short-term (from seven (7) to thirty (30) days) housing and basic support services. Transitional Housing Programs should include a minimum of six (6) months of stay. An extension must be available to be granted up to twelve (12) months, depending on whether a secondary placement has been secured.
- At the end of the emergency shelter period, the provider must actively assist in the placement of participants into a transitional housing program, if appropriate. At the end of the transitional housing period, the provider must actively assist in the placement of participants in permanent supportive housing or other long-term housing after the end of the transitional housing program.
- Population to be Served - Males and/or females. Families with child custody or pending child custody from social services.
- Admission Criteria - Homeless or near homeless men and/or women; homeless or near homeless families with legal custody of children or pending legal custody of children from social services.
- Referral Source - City of Miami Beach Neighborhood Services Department or its designee.
- Client Agreement and forms - Clients are required to sign and understand the program rules and regulations upon admission programs; Clients are to sign consent and release of information forms.
- Information System - Funded organizations must agree to participate in the City of Miami Beach information tracking system currently in development.

**Note:** Providers seeking to provide the homeless population on Miami Beach with Supportive Services may apply for funding under the Public Services Category. The following are examples of activities eligible for funding: Job readiness and job placement referrals; vocational skills and independent skills courses; Substance abuse counseling and meetings; Case management services; Parenting support groups; and Food vouchers.

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**FOR ECONOMIC DEVELOPMENT PROJECTS ONLY**

This section should be completed only for projects submitted under the category of Economic Development that qualify under sections 570.203 or 570.204 of the CDBG Regulations (Appendix 1). Jobs and private investment expected to occur during the funding period must be recorded in this section. Long term employment or investment objectives can be described in a separate narrative.

- a. Identify the number of full-time jobs (35-40 hours per week) to be created and retained by the project. Convert part-time positions to the 35-40 hours per week equivalent. The projection should be stated in addition to other units of measure (such as the measure of actual physical improvements to be accomplished) and it should be realistic and based on industry standards or other verifiable methods of calculation.
- b. Indicate the number of jobs created and retained that will be "taken by" or "available to" income eligible persons. If this project is approved, the projection of jobs created or retained must be included in the scope of services portion of the funding agreement. The sub-recipient will be responsible for proving job creation and/or retention for income eligible persons. Only those jobs created or retained directly by this project can be counted. Any jobs created by economic "spin-off" or related services cannot be counted. Record only employment expected to be created during the period for which funds are requested and for which verifiable records will be maintained.
- c. To calculate the percentages, divide the figures you have entered on the lines provided for "a", into the figures you have entered on the corresponding lines under "b".
- d. Indicate the number of jobs created or retained that will be "taken by" or "available to" minorities.
- e. Indicate the ratio of private to public dollars to be invested in the project. For example: If \$500,000 from a private loan or equity source were to be combined with \$100,000 of CDBG funds, the leverage ratio would be 5:1. Record only investment expected to occur during the funding period.
- f. Identify the private source of dollars in the Budget Summary Sheet.

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ACKNOWLEDGMENT LETTER

*Instructions: Applicants shall incorporate in their proposal the following letter on the proposer's letterhead stationery and submit it with the Disclosure, Disclaimer and Certification attachment. This form must be executed by both the Chief Administrative Officer or Chief Executive Officer of the Organization and by the Chair or President of the Organization's Governing Board and attested to by the Organization's Secretary.*

March 3, 2003

Ms. Joanna Revelo  
Housing and Community Development Director  
City of Miami Beach  
Neighborhood Services Department  
1700 Convention Center Drive  
Miami Beach, FL 33139

**RE: Request for Proposals for CDBG Program Fiscal Year 2003/2004**

Dear Ms. Revelo and Community Development Advisory Committee:

We have read the City of Miami Beach Request for Proposals for CDBG Program Fiscal Year 2003/2004 funding. On behalf of **[Organization Name]**, as the duly authorized signatories for **[Organization Name]**, we agree to and accept the terms, specific limitations, and conditions expressed therein. In addition, we have read, rely upon, acknowledge, and accept the City's Disclosure and Disclaimer, which is attached hereto and is fully incorporated into this letter. NOTICE: The City of Miami Beach has been advised by the Department of Housing and Urban Development (HUD) that immigration status rules may be imposed, if deemed applicable, by HUD.

The Board of Directors of **[Organization Name]** certifies that the information contained in this application is true and correct; has the approval and support of the Board of Directors of said organization; that all contractual relationships between the organization and the Housing and Community Development Division have either been completed or are not in default; that all terms of previous contracts have been met and that there are no outstanding issues pertaining to past contractual performance; and that all claims made in the Application are supported by documents retained by the organization and will be kept in such a manner that they may be reviewed by the Housing and Community Development Division upon request.

Further, if our proposed project activities include the rehabilitation or construction of a commercial or residential building that is currently occupied, we hereby authorize the Housing and Community Development Division and/or the United States Department Housing and Urban Development (HUD), or its representatives, to enter the premises and interview any residents. We realize that the purpose of the interviews is to determine the estimated amount of relocation assistance that may be needed.

Sincerely,

\_\_\_\_\_  
(Chair or President)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Chief Administrative Officer or Chief Executive Officer)

\_\_\_\_\_  
(Date)

ATTEST: \_\_\_\_\_  
(Secretary)

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**DISCLOSURE, DISCLAIMER AND CERTIFICATION**

**(A signed copy of this document is to be included with each application)**

The City of Miami Beach (City) is furnishing this Request for Proposals (RFP) to the applicant for the applicant's information and convenience. Any action taken by the City in response to applications made pursuant to this RFP or in making any award or in failing or refusing to make any award pursuant to such applications, or in canceling awards, or in withdrawing or canceling this RFP, either before or after issuance of an award, shall be without any liability on the part of the City. The contents of this RFP are neither warranted nor guaranteed by the City of Miami Beach. Applicants interested in pursuing this opportunity are urged to make such evaluations as they deem advisable and to reach independent conclusions concerning statements made in this RFP and any supplements thereto.

The City reserves the right to reject any and all proposals for any reason, or for no reason, without any resultant liability to the City. In its sole discretion, the City may withdraw the RFP either before or after receiving applications, may accept or reject applications, and may accept applications which deviate from the RFP as it deems appropriate and in its best interest. In its sole discretion, the City may determine the qualifications and acceptability of any party or parties submitting applications in response to this RFP.

Following submission of an application, the applicant agrees to deliver such further details, information and assurances, including financial and disclosure data, relating to the application and the applicant including the applicant's affiliates, officers, directors, shareholders, partners and employees as requested by the City in its discretion.

The information contained herein is provided solely for the convenience of prospective subrecipients. It is the responsibility of the applicant to assure itself that information contained herein is accurate and complete. The City does not provide any assurances as to the accuracy of any information in this RFP. Any reliance on these contents, or on any communications with City officials, shall be at the applicant's own risk. Prospective applicants should rely exclusively on their own investigations, interpretations and analyses. The RFP is being provided by the City without any warranty or representation, express or implied, as to its content, its accuracy, or its completeness. No warranty or representation is made by the City or its agents that any application conforming with these requirements will be selected for consideration, negotiation, or approval.

The City shall have no obligation or liability with respect to this RFP, the selection and the award process or whether any award will be made. Any applicant to this RFP who responds hereto fully acknowledges all the provisions of this disclosure and disclaimer, is totally relying on this disclosure and disclaimer, and agrees to be bound by the terms hereof. Any applications submitted to the City or its advisors pursuant to this RFP are submitted at the sole risk and responsibility of the party submitting such application.

This RFP is made subject to correction of errors, omissions, or withdrawal without notice. Information is for guidance only and does not constitute all or any part of an agreement. The City and all applicants will be bound only as, if and when an application, as same may be modified, and the applicable definitive agreements pertaining thereto, are approved and executed by the parties, and then only pursuant to the terms of the definitive agreements executed among the parties. Any response to this RFP may be accepted or rejected by the City for any reason, or for no reason, without any resultant liability to the City.

The City is governed by the Government-in-the-Sunshine Law, and all applications and supporting documents shall be subject to disclosure as required by such law. All documents received by the City shall become public records.

Applicants are expected to make all disclosures and declarations as requested in this RFP. By submission of an application, the applicant acknowledges and agrees that the City has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the application, and authorizes the release to the City of any and all information sought in such inquiry or investigation. Each applicant certifies that the information contained in the application is true, accurate and complete to the best of its knowledge and belief.

Notwithstanding the foregoing or anything contained in the RFP, all applicants agree that in the event of a final unappealable judgement by a court of competent jurisdiction which imposes on the City any liability arising out of this RFP or any response thereto or any action or inaction by the City with respect thereto, such liability shall be limited to \$10,000.00 as agreed-upon and liquidated damages. The previous sentence, however, shall not be construed to circumvent any of the other provisions of this disclosure and disclaimer, which imposes no liability on the City.

In the event of any differences in language between this disclosure and disclaimer and the balance of the RFP, it is understood that the provisions of this disclosure and disclaimer shall always govern. The RFP and any disputes arising from the RFP shall be governed by and construed in accordance with the laws of the State of Florida.

The undersigned applicant certifies that the information in this application is true and correct. The applicant further certifies that they are aware that if the City of Miami Beach finds that the applicant has engaged in fraudulent actions or intentionally misrepresented facts on this application, this application will be rejected and the applicant may be unable to participate in any program for two (2) complete fiscal/calendar years.

The applicant understands and agrees to abide by the provisions of the applicable federal, state and local regulations and laws. If applying for Community Development Block Grant (CDBG) funds, the applicant has read, understands and agrees to comply with the provisions of 24 CFR Part 570, and all federal regulations issued thereto by the U.S. Department of Housing and Urban Development. If applying for Emergency Shelter Grants (ESG) funds, the applicant has read, understands and agrees to comply with the provisions of 24 CFR Part 576, and all federal regulations issued thereto by the U.S. Department of Housing and Urban Development.

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**Applicant Name**

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**Signature of Witness**

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**Authorized Signatory**

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**Name (typed or printed)**

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**Name and Title (typed or printed)**

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**Signature of Witness**

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**Date**

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**Name (typed or printed)**